

DELIMIT A POSITION EPAR SUBMISSION GUIDE

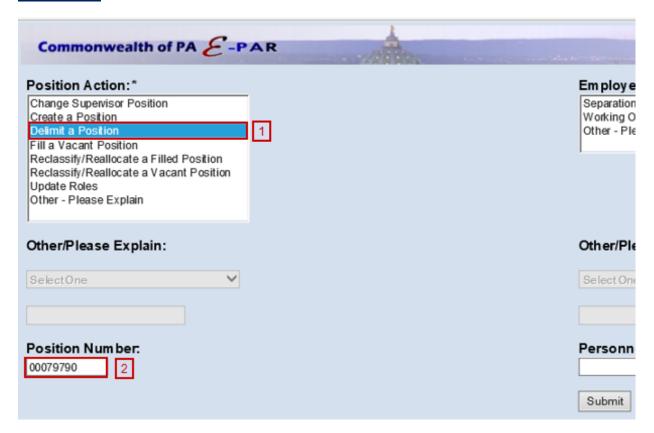
Overview/Tips

This EPAR is used to delimit a position currently on your complement.

Confirm the position is **VACANT BEFORE** submitting the EPAR to the HR Service Center.

Determine the last day the position will be active. The following day will be the position should be delimited.

EPAR Form



- Choose Delimit a Position under Position Action
- Enter the eight-digit number of the position to be delimited and click Submit



- Select Temporary
 - Permanent should not be used. Delimiting a position permanently will prevent the position from ever being used again.
- Enter the date the position should be delimited.
- \square Enter any additional comments in the Description box.
- Choose appropriate option based on your agency's chain of approval and select Submit.